

## TRAINING WORKSHOPS DISCUSSIONS

### TOPICS MAY INCLUDE . . . .

You May Already be a Candidate IF . . . .

Responsibilities for Candidates

Registration Forms

Reporting Cycle vs. Reporting Period

Campaign Record Keeping

Reporting Requirements

Examples of a Technical Violation

Special Filings

Reporting Deadlines

Grace Periods

Automatic Filing Fees for Late Reports

Electronic Filing

Maximum Allowable Contributions

Use of Candidate's Personal Funds

Anonymous Contribution

Disposition of Contributions (Excess Funds)

C.O.O.S.A.

TBD

Compliance Requirements for Lobbyist

Defining a Filing Officer

Duties of a Filing Officer

Receiving & Filing Disclosure Documents

Filing Statements & Notifying the Commission

Maintaining Reports for Public Inspection

Maria Cartwright

Education and Information Team Leader

404-463-7740

[MCartwright@ethics.ga.gov](mailto:MCartwright@ethics.ga.gov)

BeLinda Godwin

Education and Information Officer

404-463-1992

[bgodwin@ethics.ga.gov](mailto:bgodwin@ethics.ga.gov)

### STATE ETHICS COMMISSION

200 Piedmont Ave

Suite 1402 - West Tower

Atlanta, GA 30334

404-463-1980

All training locations are ADA accessible.  
If you have questions or require accommodations, please contact the workshop facilitator.

# State Ethics Commission



## Educational Outreach Program Training Workshop



## EDUCATIONAL OUTREACH PROGRAM TRAINING WORKSHOPS

### WHAT ARE THEY?

The Commission staff conducts training workshops that provide an educational opportunity for Public Officials, Candidates, Lobbyist, and Filing Officers to learn more about the Georgia Ethics in Government Act and how it applies to them.

Whether hosted by Local Governments, Election Boards, Filing Officers, Chamber of Commerce's, or professional organizations, these free training workshops are designed to provide the fundamentals of achieving and maintaining compliance with the Ethics in Government Act.

### PROGRAM FOCUS

The emphasis will be on promoting compliance with the Ethics in Government Act particularly form completion.

We will outline requirements, answer related questions, and demonstrate the proper completion of forms.

### HOW MUCH DOES IT COST?

There is not a registration fee to participate in a training workshop. However, we ask that you R.S.V.P. to the facilitator so that we can obtain an accurate count for seating and materials.

### WHO CAN PARTICIPATE

The Training Workshops are open to all elected officials and any candidates seeking elected office; the chairperson or treasurer of a candidate's committee; all filing officers (city clerks, probate judges, election superintendents) PACs; Committees; other Non-Candidates; Lobbyists; members of the Press and other interested persons.

### WHEN & WHERE ?

Visit our website for the Training Workshop  
Schedule

**[www.ethics.ga.gov](http://www.ethics.ga.gov)**

### WHO'S COVERED

The Ethics in Government Act covers all state, county, and municipal candidates for elected office in Georgia. Candidates seeking elective office must file reports showing campaign contributions received and expenditures made. Reports are required to be filed even if all contributions received are less than \$101.00.

**Reports must be filed even if there has been no activity.**

The Act also provides that any person, group, or organization that either receives or spends money, or both, on or for candidates, or makes contributions to candidates is subject to the campaign contribution disclosure requirements the same as a candidate.

**In addition, candidates and public officers must file a financial disclosure statement.**

What is a Filing Officer?

A "Filing Officer" is that official who is designated by law to receive the disclosure reports.

Did you know that as a filing officer you have the duty to inspect each report for technical defects and violations of the Ethics in Government Act? The Ethics in Government Act defines the specific duties of a filing officer. Civil penalties may be imposed on filing officers for failure to comply with the law. We strongly encourage all filing officers to attend one or more of the training workshops offered throughout the year to learn key provisions of the law.

## YOU AND THE ETHICS IN GOVERNMENT ACT

The Ethics in Government Act requires public disclosure of campaign financing and significant private interests of public officers and candidates for public office. When all potential influences on candidates and public officials are disclosed, voters are better able to determine whether personal financial concerns or obligations to special interest may prevent a candidate or public officer from acting solely in the public's interest.

Whether you are a newly elected or appointed official or an incumbent, you have been entrusted by your fellow citizens to serve in their best interest. Many of you are citizens-officials who bring to public office the knowledge and concern of many citizens and taxpayers. As such, it is important to always keep in mind that public office is a public trust and that any effort to realize personal financial gain through your public office other than compensation provided by law is a violation of that trust.

The Ethics in Government Act was enacted to strengthen the faith and confidence of state and local citizens in their government and to ensure that the financial interest of holders or of nominees or candidates for public office do not conflict with the public trust.

The State Ethics Commission is directed to adopt rules and regulations and to prescribe forms to be used in complying with the Act. The Commission has a duty to investigate written, sworn complaints alleging violations of the Act and it can initiate investigations when there is probable cause to believe that a public officer, candidate, or other person or organization has violated the Ethics in Government Act.